

**ENGINEERING AND RELATED SERVICES
SEPTEMBER 2, 2011**

**CONTRACT NO. 4400001765 (CE&I)
RETAINER CONTRACT FOR PAINTING
AND ENVIRONMENTAL MONITORING
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

DOTD Coordinator – Mr. Alden "Casey" Allen

All inquiries concerning this advertisement should be sent in writing to Debbie.Guest@LA.gov.

PROJECT DESCRIPTION

The Consultant will be required to provide painting inspection and painting contract administration for selected sites in the state of Louisiana under separate Task Orders (TO's). The Consultant shall be required to execute a TO for each designated project which shall specify the scope of services, contract time, personnel assignments, and compensation. Each executed TO shall become part of the Retainer Contract. This contract will be for painting inspection and environmental monitoring services required for multiple state projects as assigned by the DOTD Project Manager.

SCOPE OF SERVICES

The selected Consultant will provide specific engineering services to the DOTD in two major parts as follows:

Part I: Services During Painting Contract's 90 days Conditional Notice to Proceed Period

1. Attend Pre-Bid Conference, if one is held.
2. Pre-construction meeting – shall be present and answer painting or environmental question
3. Monitor Contractor's required training in lead abatement procedures.
4. General Administration including reports, paint pay estimates, etc.
5. Review Contractor's compliance with plans submittals.

6. Review and approve Contractor's Health and Safety plan.
7. Review and approve Contractor's containment drawings.
8. Review and comment on the Contractor's QC Plan.
9. Lead Abatement Monitor to review the Contractor's compliance plan, exposure monitoring, training and respiratory protection plans, personnel protective equipment selection, and observe and document of the adequacy of the Contractor's containment.

Part II: Services During Painting Contract's Full Notice to Proceed Period

1. General Administration including reports, measurement for payment, pay estimates, assistance in plan changes and determining chargeable contract time when painting is involved and providing other technical painting/environmental monitoring support to the PE as listed in DOTD's Construction Contract Administration Manual.
2. Quality assurance of the painting contractor's Quality Control Program to include field personnel consisting of paint coating inspection(s) (full-time) and lead abatement environmental monitor(s) (during lead emission activities) with tasks as follows:

A. The Paint Coating Inspector(s) shall perform the following tasks:

1. Assure proper surface preparation and cleanliness prior to painting.
2. Check all surfaces for holidays and check dry film thickness of all coating applied per SSPC PA 2.
3. Check air compression equipment for properly operating oil and water filters.
4. Record, sample and submit for testing all paint batches. Assure that paint is properly stored, mixed and applied.
5. Review Contractor's Quality Control reports; verify that proper techniques are used; assure that required readings are taken and recorded. Collect and review daily quality reports.
6. Write a daily progress report.
7. Write a weekly and monthly progress report.
8. Keep a daily report with entries as follows:
 - Record number of workers and hours worked.
 - Estimate of square footage (with identity of members) cleaned, primed, second coated and top coated.
 - Record surface temperature and air temperature inside of containment before blasting and painting and after painting.
 - Record humidity inside containment before blasting and painting and after painting.
 - Record anchor profile readings on surface preparation using Press-O-Film tape per ASTM D4417, Method C.
 - Record paint thickness measurement per SSPC PA 2.

- Record ambient temperature, humidity, wind speed and direction at the beginning, middle and end of each workday.
9. Monitor damage claim forms and ensure the contractor follows up and settles damage claims within the required period.
 10. Provide on-the-job training in surface preparation and paint application inspection for 2-3 Department Inspectors. The training period would last approximately 1-2 weeks, and the Department Inspectors would work with the Consultant Inspectors in the surface cleaning and paint inspection.

B. The Lead Abatement Environmental Monitors(s) will perform the following tasks:

1. Provide and site high volume TSP (Total Suspended Particulate) monitors daily during emissions generating activities.
2. Set up high volume TSP monitors with power supply and required maintenance.
3. Calibrate TSP monitors.
4. Record weather information (daily and weekly) time, date, ambient temperature and humidity, wind direction and speed, barometric pressure and general meteorological conditions.
5. Record identification of monitor and location (sketches or photos.)
6. Record work activities and duration.
7. Record site idiosyncrasies.
8. Record sample information (start time, sample identification number, sampler serial number, and flow rates.)
9. Conduct visual assessment of emissions for 15 minutes every hour during blasting, vacuuming or movement of containment.
10. Provide chain of custody forms for filters showing release from field representative and receipt by the laboratory performing the analysis.
11. Reporting of laboratory results along with other field observations.
12. Provide initial background monitoring (two weeks prior to the job.)
13. In general provide monitoring during lead emission activities but provide 24 hour monitoring at infrequent intervals.
14. Provide additional monitoring personnel to cover all shifts to ensure monitoring around the clock if necessary
15. Provide three TSP monitor units – two in use, and one as a backup unit.
16. Provide three electric power generators to support the TSP monitors – one as a backup.
17. Weekly and monthly reports stating findings and recommendations to Project Engineer and the Contractor.
18. Review of the Contractor's documentation of waste handling, storage, labeling and sampling of potential hazardous waste. Maintain copies of waste transportation and treatment records.

19. Review the Contractor's wastewater permit obtained from the Parish as well as review the analytical test results and the ultimate release of wastewater.
20. Perform wipe testing if the Contractor releases particulate matters onto cars, building, etc.
21. Prepare a sampling for ground (soil), water and sediment testing. Sampling plan to be approved by DOTD.
22. Perform water and sediment sampling and testing along the bank of the river two weeks prior to construction to determine pre-existing conditions. Record the identification and location of the samples. Samples are to be tested for lead and other toxic metals. Sample results are to be given to DOTD.
23. Perform sampling and testing of the ground (soil) under the bridge approaches two weeks prior to construction to determine pre-existing conditions. Record the identification and location of samples. Samples are to be tested for lead and other toxic metals. Sample results are to be given to DOTD.

FHWA FORM 1391

The Consultant shall be required to notify the contractor and forward to the DOTD Compliance Section and the DOTD Coordinator all information required for the Federal Aid Construction Contractor's Annual EEO Report.

SERVICES TO BE PERFORMED BY THE DOTD

The DOTD will furnish, without charge, the following services and data:

1. Laboratory testing of materials used on the permanent structure.. DOTD District Testing Laboratories will perform testing in conjunction with specialty testing performed at DOTD Central Laboratory in Baton Rouge, Louisiana, using samples procured and submitted by the Consultant and/or his staff.
2. Access to project plans and contract proposals.
3. Provide material sampling plan for the project.
4. DOTD Structural/Marine Fabrication Engineer will retain oversight of all shop and fabrication inspection.

REFERENCES

All services documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual

3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. National Environmental Policy Act (NEPA)
7. National Electric Safety Code
8. National Electric Code (NFPA 70)
9. DOTD Environmental Impact Procedures (Vols. I-III)
10. Construction Contract Administration Manual
11. Materials Sampling Manual
12. DOTD Bridge Design Manual
13. Consultant Contract Services Manual
14. Geotechnical Engineering Services Document
15. Bridge Inspectors Reference Manual
16. Engineering Directives and Standards Manual (EDSM)

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$3,000,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

The Consultant may request to have the initial billable rates updated on a yearly basis based on the latest DOTD escalation rate. However, any adjustment to the Contract billable rates shall not be cause for an increase in the maximum compensation limitation imposed herein.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME

This Retainer Contract shall be in effect for the duration of **three years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program, in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established construction policies, procedures, standards, and guidelines in the performance of inspection services. The DOTD shall provide limited input and technical assistance to the Consultant.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

- 1) At least one Principal of the Prime Consultant must be a Registered Professional Civil Engineer in the State of Louisiana.
- 2) The Prime Consultant must employ on a full time basis, or through the use of a Sub-Consultant(s) a minimum of one Registered Professional Civil Engineer with at least three years experience in structural steel painting inspection, and a corresponding support staff with experience in performing structural analysis and evaluations.
- 3) The Prime Consultant must employ on a full time basis, or through the use of a Sub-Consultant(s):
 - a. A minimum of one Lead Coating Inspector, with:
 - i. five years experience in inspection of structural coating,
 - ii. a minimum of three years of that experience in coating inspection of major or complex bridges (trusses, major river crossings, movable bridges), preparing contract documents, and leading inspection efforts of at least two major bridge lead removal project.
 - iii. A National Association of Corrosion Engineers (NACE) Certification (successfully completed Level 1, Level 2, Level 3, and Peer Review) or must have successfully completed the Society for Protective Coatings (SSPC) Protective Coating Specialist certification program (PCS).
 - iv. Successfully completed SSPC C-3 "Lead Paint Removal" and any required C-5 refresher course.
 - b. A minimum of two coating inspectors, with a minimum of two years of field experience in bridge structural steel coating and be at least NACE Level I Certified or SSPC BCI (Bridge Coating Inspector) Level 1.
 - c. A minimum of one Environmental Project Manager who shall be a Certified Industrial Hygienist as defined by the American Industrial Hygienist Association (AIHA) with at least three (3) years experience in the oversight, implementation, and development of lead abatement plans for steel bridges to perform periodic inspections. The on site

environmental monitor shall have successfully completed SSPC C-3, “Lead Paint Removal” course and any required C-5 refresher courses and shall have monitored at least two bridge lead abatement projects.

Certifications of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant’s firm experience on similar projects, weighting factor of 5;
2. Consultant’s personnel experience on similar projects, weighting factor of 5;
3. Consultant’s firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant’s past performance on similar DOTD projects, weighting factor of 3;**
5. Consultant’s current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4. *

*Location will be based from Marksville, Louisiana.

**The Construction Engineering Services (CS) performance rating will be used for this project.

The complexity level for this contract is: **Moderate**.

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm’s rating in each category will then be added to arrive at the Consultant’s final rating.

If Sub-Consultants are used the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD’s Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie Guest – Ex officio
2. Alden “Casey” Allen – Project Coordinator
3. Bernard Sincavage

4. Ray Mumphrey
5. Ronnie Dupont
6. Fransisco Gudiel

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the notice of selection as shown on the DOTD website. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime Consultant may require the Sub-consultant(s) to carry professional liability insurance. This insurance will be written

on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the Consultant Contract Services Website (www.dotd.louisiana.gov) will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the SF 24-102 must be submitted to DOTD. **Copies of the Inspector’s certification card (indicating the date of expiration), must be included in the SF 24-102.** All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or provide inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s SF 24-102 must be firmly bound to the Consultant’s SF 24-102. In Section 9, the Consultant’s SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with **State Project No. 4400001765 (CE&I)** and will be submitted **prior to 3:00 p.m. CST on Tuesday, September 20, 2011**, by hand delivery or mail addressed to:

Department of Transportation and Development
Attn.: Ms. Debra L. Guest, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Post Office Box 94245
Baton Rouge, Louisiana 70804-9245
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.